

# NJCFS/MACS-E REPORT

## INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

May 1993

Issue 4 - Conversion

### Single User Sign-on Screen

The New Jersey automated financial system integrates the New Jersey Comprehensive Financial System (NJCFS) and the Management Acquisition and Control System - Enhanced (MACS-E). To facilitate movement between the two systems, a single user sign-on screen has been developed. Therefore, users will not be required to log-off of one system before entering the other system. A selection will be made directly from the single user sign-on screen.

When a user first accesses the system, he/she will be presented with the single user sign-on screen. The name of this screen is New Jersey Financial System (NJFS). This screen provides common access to NJCFS and MACS-E. From this point, a "1" can be entered on the screen to access NJCFS, or a "2" can be entered to navigate to MACS-E. A user can return to this screen when he/she needs to move to the other system. This saves time by not requiring a user to sign-off of one system before entering the next.

### Conversion

#### What are the key dates?

NJCFS/MACS-E represents a significant change in the way the State of New Jersey executes purchasing and financial transactions. To prepare for the change to the new systems, the user needs to be aware of the following dates and the effect on transaction processing.

The key dates that relate to NJCFS and MACS-E systems are:

- May 17, 1993 - NJCFS/MACS-E available for FY 94 processing
- July 1, 1993 - NJCFS/MACS-E available for all processing of FY 94 transactions.
- July 31, 1993 - NJFIS year end close completes FY 93 processing. ALL prior year records need to be accessed in NJCFS.

#### Where should I enter my transactions?

The implementation of NJCFS & MACS-E will not immediately eliminate the use of the NJFIS and MACS systems. The use of the old vs. the new systems depends on the fiscal year of the transaction. The following describes the date criteria for determining how all transactions should be entered.

#### May 17, 1993 - July 1, 1993:

- o FY 93 transactions should be entered into NJFIS or MACS.
- o The following FY 94 transactions should be entered into NJCFS:

- Appropriations
- Expense Budgets
- Revenue Budgets
- Pre-encumbrances
- Encumbrances
- Grants
- Projects

#### July 1, 1993 - July 31, 1993:

- o FY 93 transactions that relate to the 13th accounting period should be entered into NJFIS.
- o All prior period activity (with the exception of trust funds) will be entered into NJFIS. Prior year transactions include all records from Fiscal Year 93 or earlier.
- o All prior year trust fund activity will occur in NJCFS.
- o All FY 94 transactions should be entered into NJCFS.

#### August 1, 1993 - December 31, 1993:

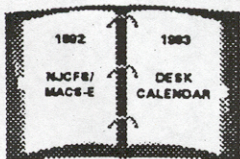
- o NJFIS will be available for review only. No data entry will be allowed.
- o All processing available in NJCFS/MACS-E for FY 94 transactions.

### NJCFS Midday Backups

During the initial months of production, the NJCFS system will be unavailable from 12:00pm-1:00pm for midday backups. At that time all active sessions will be canceled. Therefore, all users should log-off prior to 12:00pm each day.

Users should follow this procedure until notified otherwise. The goal of the midday backup process is to help protect user data in the event of a problem with the system. Should a problem occur, OMB will inform the Agencies regarding any additional steps that might need to be taken.





### NEWS FLASH!

May 17, 1993 - The first official NJCFS production transaction was entered by the Department of Corrections. It was a \$64,000 expense budget transaction. Congratulations!

## NJCFS/MACS-E SYSTEM SUPPORT

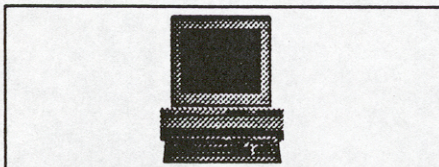
In order to support the users of NJCFS/MACS-E, a help process has been set up to assist you with the entry of transactions. The Help Desk Facility is designed to maximize the effectiveness of the best System Experts.

With the start of NJCFS and MACS-E on May 17th, the system will be available for Agency personnel to enter transactions. It is anticipated that some users may experience problems with the system during the initial months of live processing. Should you experience trouble entering information, the following procedure should be followed:

1. Utilize error messages that are presented on the screen to determine the type of error, and if the error can be corrected.
2. Review procedure manuals for guidance concerning the correct entry of information into the screen fields.
3. Contact your Agency Coach for help completing the transaction if the error messages and user guides do not provide the necessary information to correct the errors
4. If the Agency Coach is unable to assist you, he/she will contact an OMB or Purchase Bureau specialist to provide additional support with problem resolution. Only Agency coaches will have access to OMB and

Purchase Bureau support, so it is important you know how to reach your specified coach.

If you do not know who your Agency Coach is, contact your training coordinator to get that individual's name and phone number. The Agency Coaches will have access to the help desk from 8:30am to 4:00pm each day. There will always be a system expert from NJCFS and MACS-E available to help with each problem.



### Training Regions

All users that have attended the system overview training should have received instructions on how to access the "play regions" for NJCFS/MACS-E. A play region is a system environment that allows users to execute transactions without having an impact on production data.

These regions will be available throughout the training period to provide additional opportunities to practice what has been learned in class. If you do not have instructions for these regions, please contact your training coordinator.

## TRAINING UPDATE

OMB, the Purchase Bureau and HRDI, with support from OTIS, have conducted 5 classes a day, 5 days a week, since March 22nd. By mid-May this came to a total of 34,200 training hours led by 8 part-time and 6 full-time instructors that have been supported by 58 coaches from 17 Agencies.

This commitment to training has helped prepare the users at each Agency for the new systems. Course evaluations have been positive and attendance to all courses has been strong. This commitment is what will make NJCFS and MACS-E a success.

The current schedule of training courses will continue into the summer, and further into the fall if necessary. Make up classes will be offered starting the second week of June. Your Training Coordinator will receive detailed information on how to register for these make up classes shortly.

The goal of training is to provide all system users with the opportunity to attend the classes they need, in order to do their job. Agency support for this process is crucial in allowing OMB and the Purchase Bureau to meet this objective.

???????WHAT DO YOU THINK???????

Your comments, suggestions, and questions are welcome.  
Please contact Sallie Annett at 633-7283.